



# Department of Commerce Occupational Safety and Health Council

Thursday, April 8, 2004

1:30 p.m. – 3:00 p.m.

Room 4830, HCHB



# Welcome and Introductions



## International Trade Administration (ITA)



DOC Occupational Safety and Health Council



# Agenda

- **OHRM Transformation**
- **DOC Hot Items**
- **DOC Proposals**
- **DOL Annual Report**
- **The Way Ahead**
- **Bureaus**
- **Roundtable/Crossfeed**



# OHRM TRANSFORMATION

DOC Occupational Safety and Health Council



# OHRM TRANSFORMATION

## Vision

- To provide expert human resources consultation services and solutions that add value to the Department of Commerce mission in an efficient, timely and customer-focused manner.





# OHRM TRANSFORMATION

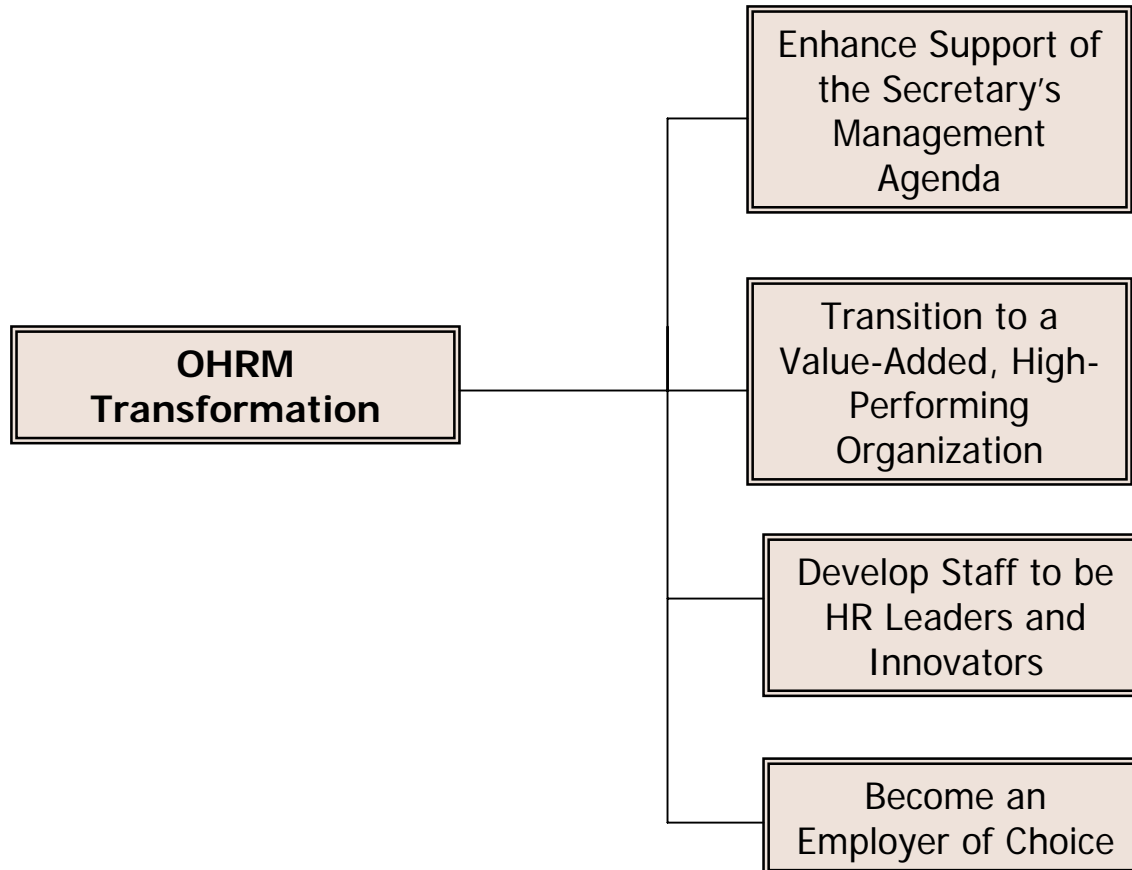
## Business Opportunity

- We believe it is possible to engage, inspire, and partner with our internal and external customers, by implementing the OHRM Transformation and adding value to the Department of Commerce mission in a meaningful and measurable way



# OHRM TRANSFORMATION

## Goals





# OHRM TRANSFORMATION

## OSH Link

- DOC Occupational Safety and Health Programs and Staff are Integral to the OHRM Transformation
- OSH Staff and Programs Will Add Value to the Department of Commerce Mission in a **Meaningful and Measurable Way**





# DOC OSH Hot Items

DOC Occupational Safety and Health Council



# DOC OSH Hot Issues

- OSH Council Charter
- White House SHARE Initiative
- Workers' Compensation



# Safety Health and Return-to-Employment (SHARE) Initiative

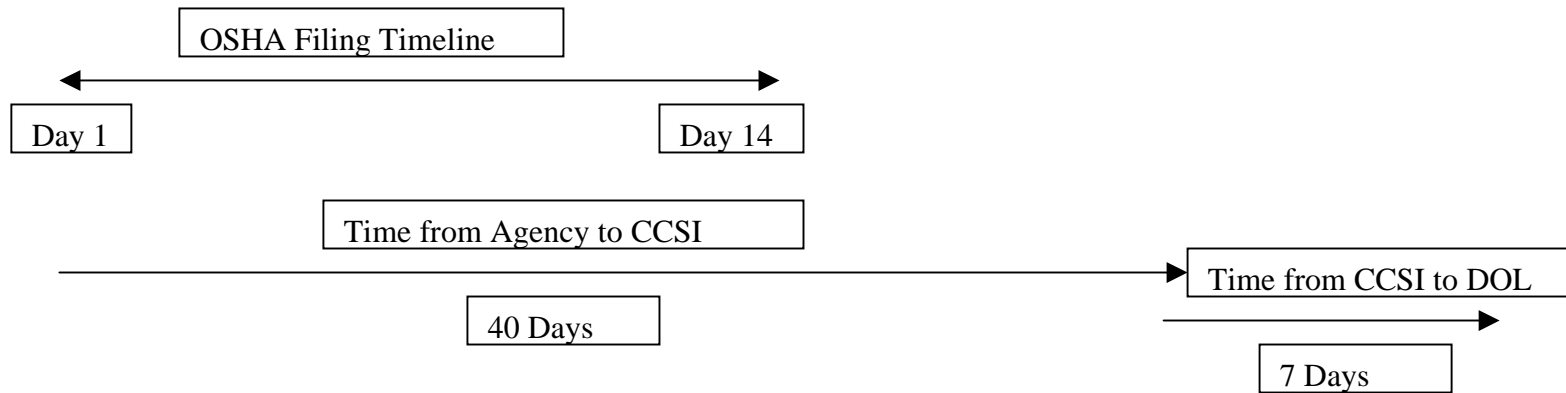
- Lower workplace injury and illness rates
- Lower lost-time injury and illness case rates
- Ensure timely reporting of injuries and illness, and
- Decrease lost days

Department of Commerce  
SHARE Targets FY 04-06

	FY 03 Baseline	FY 04 Goal	FY 05 Goal	FY 06 Goal
Total Case Rates	1.46%	1.42%	1.38%	1.34%
Lost-Time Case Rates	0.70%	0.68%	0.66%	0.64%
Filing notice Timeliness	36.1%	37.9%	39.8%	41.8%
Lost Production Days	20.9	20.7	20.4	20.2



# Workers' Compensation Claims Filing Issues



- DOL claims filing timeliness has decreased this quarter from 34% to 31.5%
- Cursory Analysis show that there is a significant delay from the Agency to CCSI
  - We will measure and report claims filing by agency quarterly
- Short Term Solution
  - Standardized Workers' Compensation Newcomers and Supervisor Training
  - Targeted Refresher Workers' Compensation
- Long-term Solution
  - SHIMS



# DOC OSH Proposals

- Proposed Communication Plan
  - DOC OSH Monthly Report
    - Survey
  - Strengthen Communication with internal and external customers
- Proposed OSH Officer Skills and Responsibilities Profile



# DOL Annual Report

DOC Occupational Safety and Health Council



# DOL Annual Report

- Positive story for the Department with continuous improvements over the past year:
  - DOC's injury and illness claims have declined 9.2 percent
  - Workers' compensation costs were reduced \$656,551
  - Workers' compensation continuation of pay costs declined
- Highlighted Department-wide programs for all Bureaus, agencies and operating units: not just the Big Four...
- On DOC Occupational Safety and Health Web Site at:
  - <http://ohrm.doc.gov/DOLExecSummary.pdf>
  - <http://ohrm.doc.gov/AnnualReport.pdf>



# The Way Ahead





# The Way Ahead

- Policy and Guidance
- Leveraging Resources
- OSH Standardization
  - WebCASS
- Training and Awareness

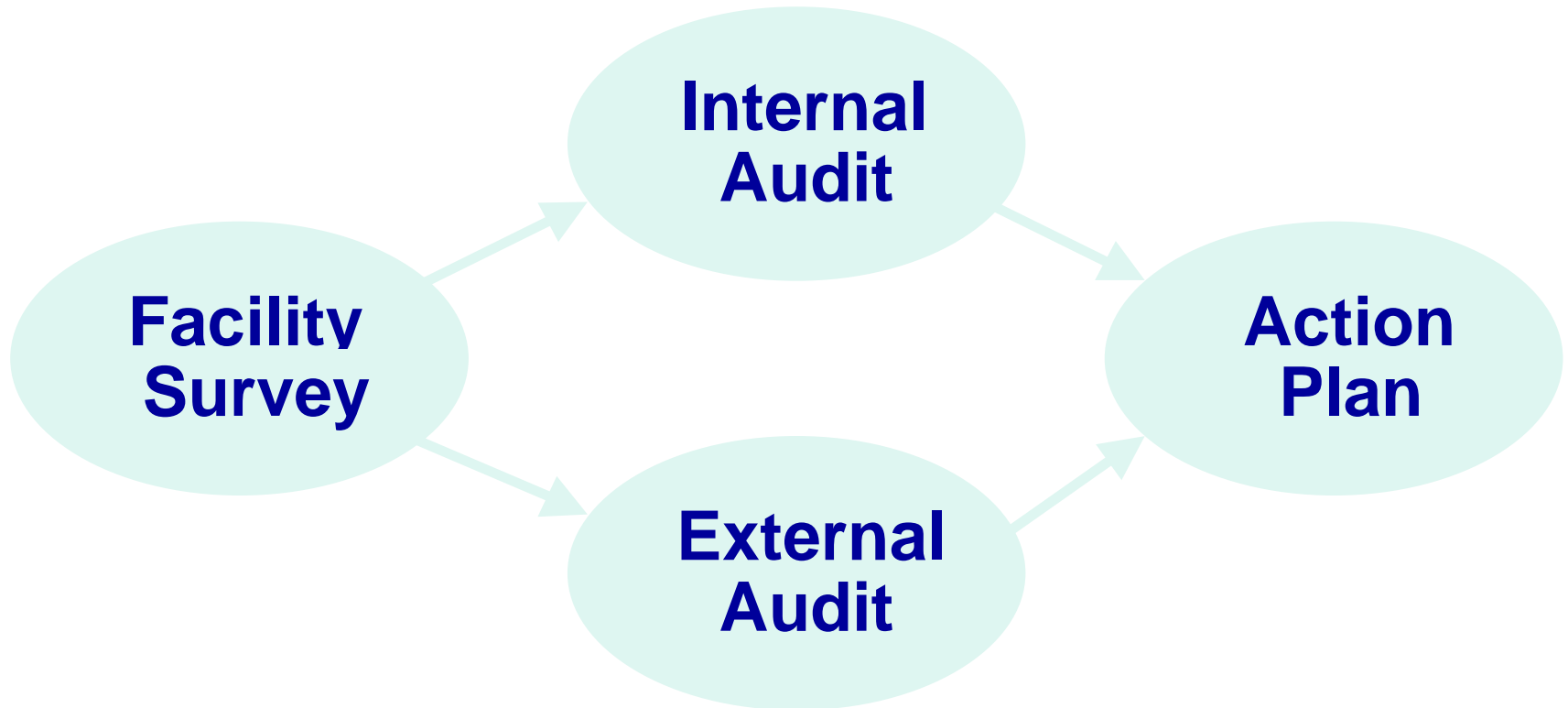


# What is WebCASS?

- The Web-based Compliance Assistance System (WebCASS)
- Its purpose is to provide local, regional, Agency/Bureau , and Departmental management as well as collateral duty personnel with an administrative tool to plan, manage, and execute quality safety, health, and environmental programs



# Basic Components of WebCASS





# WebCASS Home Page

WebCASS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print

Address <http://65.204.17.187/webcass/index.cfm?Workflow=HomePage> Go Links

Welcome back to the 'Demo' database D schell.

Please review this site's [privacy policy](#).

Select your working area:

- [Environment](#)
- [Safety](#)
- [Program Management](#)

**On-Line Community: (at this site)**

- Quick View Reports**  
See a variety of graphical and textual reports based on data gathered by WebCASS
- Calendar**  
Keep track of upcoming compliance activities.
- 'Top Ten' Audit Findings**  
See the most common environmental or safety noncompliance issues in the USGS.
- Link to Supporting Information**  
Obtain copies of plans, templates, information on helpful web sites, USGS policies, and how to use WebCASS.
- Instant Messaging**  
Leave a note for other WebCASS users.

**Database Updates**

The database changes are now finished for the most part. However, there are still programmatic changes happening. All the facility surveys have been updated with either new sections and sub-sections which means there are new questions. Please take care to revisit each question to make sure you are aware of what has changed. If you have any questions, please call Glenn Rasmussen at 217-352-6511 ext. 7535.

**Announcements**

**Status Report**  
Programming is still underway for the Self-audit function and changes to the Action Plan structure. The EMS checklist for External Audits is under review by the Federal Environmental Executives Office

Start Winsig Inbox - Microsoft ... Discussion on We... Document7 - Mic... WebCASS - Mic... Microsoft PowerP... 10:35 AM



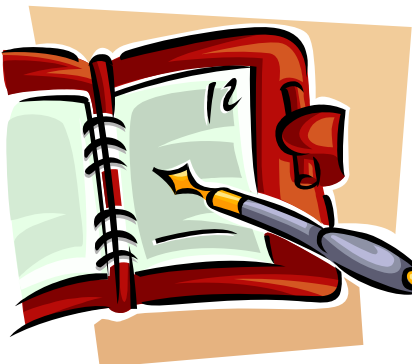
# WebCASS Benefits



## Hazard Abatement Tracking

- Collate Data from Safety & Environmental Audits to create Nationwide or Region wide picture
- Indicates Facility Status on Open/Closed Hazards & Deficiencies
- Provide mechanism to move/modify closure goals
- Create Reports and do statistical and trend analysis
- Capture Budget Information
- Data incorporated into Performance Planning Module
- Management Action Plan

## Reporting & Trend Analysis

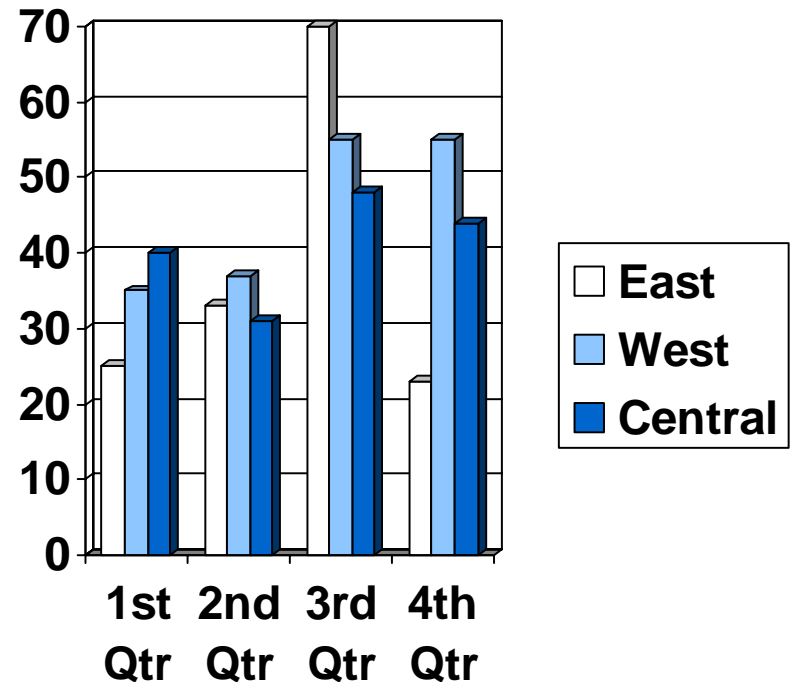


- Committee to set business goals
- Quarterly/Monthly automated reports via email
- Identify critical trends
- Compare performance data to identify program deficiencies



# Examples

- Labor allocated versus labor used
- Who has radiation programs
- Who is and isn't doing HAZCOM training of non-lab personnel
- \$ needed to achieve compliance
- Where are there programs that are working well.





# What Do We Do With All This Data?

- Real Time Programming/Planning:
  - Tie together all the data from every facility to forecast/project program goals and needs at all organizational levels
  - Develop consistent and compliant scopes of work
  - Use cost information in budget development
  - Use labor efforts information in position allotments



# OSH Training and Awareness

- OSH Customer Survey Update
- OSHA 600 Course



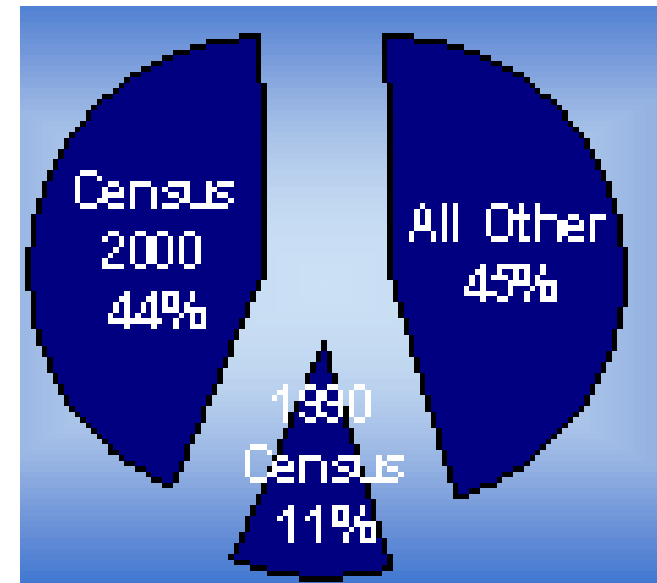


# Bureaus



# CENSUS REVIEW OF FECA COSTS

- How were costs distributed in FY 03?
- Implications of 4<sup>th</sup> Qtr. 03 FECA Analysis
  - Prevention activities < limited effect on long-term costs
  - Initiatives beyond prevention needed to cut future decennial costs
  - Census HR must be included in CCSI/supervisor dialog
  - Safety Office needs detailed feedback to guide efforts
  - DOL must follow up on old cases





# NIST Initiatives for FY2004

- **FY 2004 Safety Plan Approved**
  - Metrics include 25% ↓ LWIR from preceding 5 yr average
  - 4 hours new employee training
  - 4 hours all employee training
  - Inspect all workplaces by September 1, 2004
- **NIST Safety Operational Committee Chartered**
  - 8 Subcommittees to review and update OHS Policy for Admin.Manual
  - Rewrite OHS training for new and all employees
  - Communicate policy from NIST Safety Council to Operational Units
  - June 21, 2004 NIST Safety Day



# NOAA Safety Initiative

- New Safety Policy (Effective 2-12-04)
- Safety Reorganization
- New NOAA Safety Council (Senior Mgmt)
  - Safety/Health/Environment
  - Chaired by Mr. Bill Broglie, CAO
  - NOAA Safety Committee reports to Council
- Monthly Self-Assessments for all supervisors
- Improved reporting and tracking of workplace incidents/injuries



## USPTO MOVE FROM CRYSTAL CITY TO ALEXANDRIA: An OSH Success Story

### ■ SUCCESS

- 2100 USPTO EMPLOYEES WERE MOVED FROM SEVERAL BUILDINGS IN CRYSTAL CITY
- **NO** RECORDABLE OCCUPATIONAL INJURIES OR ILLNESSES WERE REPORTED AS A RESULT OF THE PHYSICAL MOVE.
- ONE OCCUPATIONAL INJURY HAS BEEN REPORTED SINCE THE MOVE.

### ■ METHODS USED TO ELIMINATE HAZARDS OF THE MOVE:

- TWO ERGONOMISTS WERE PART THE DESIGN TEAM
- PRE-OCCUPANCY INDOOR AIR AND DRINKING WATER ASSESSMENTS WERE PREFORMED ON BOTH BUILDINGS
- INSTRUCTIONS FOR THE MOVE ELIMINATED STEPS THAT COULD CONTRIBUTE TO INJURIES
- ASSIGNMENT OF MOVE COORDINATORS WHO ASSISTED EMPLOYEES WITH PROBLEMS
- MOVERS LOCATED AT NEW SITE MOVE ITEMS THAT NEED TO RELOCATED



# Roundtable/Crossfeed